

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

AGENDA

2 Prince Street, Grafton (Chambers)

Thursday, 7 April 2022

12:30- 1:00 pm – Lunch

1:00 pm – 3:00pm – ARIC Meeting

Members (voting):

- Neville Parsons (Chair)
- Barry Ford
- Christine Tyler

Attendees:

- General Manager (Acting) – Laura Black
- Cr Peter Johnstone
- Kallet Ward- Internal Audit Officer
- Gearoid Fitzgerald – NSW Audit Office
- Kevin Franey TNR Chartered Accountants

Item No.	Agenda	Attachment
1.	Welcome by Neville Parsons (Chair) and Introductions	√
2.	Apologies	
3.	Declarations of Interest A Disclosure of Interest form is attached for completion.	√
4.	Council's Overview Presentation	√
5.	ARIC's Roles and Responsibilities Presentation- (Internal Audit & Risk Management Framework)	√
6.	Terms of Reference (ARIC) A draft of the Terms of Reference is attached for information and review.	√
7.	Internal Audit Charter A draft of the Internal Audit Charter is attached for information and review.	√
8.	A Summary Presentation of the 2018-2021 Internal Audit Plan-Progress Reports is attached A copy of the 2018-2021 Internal Audit Plan is attached. Progress Reports are attached on the following: • Budget Management	√

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	<ul style="list-style-type: none"> • Records Management • Corporate Overheads • Project Management • Plant Replacement • Grant Management • HR Strategy • Contract Management • Developer Contribution Plan Management • GIS Mapping • Asset Maintenance & Renewal 	
9.	<p>Latest External Audit Management Report (Final Management Letter 2022) The last External Audit Management Report provided to Council is attached for information and review.</p>	√
10.	<p>Council Strategic Risk Register The current Council Strategic Risk Register highlighting the Top 12 Risks is attached for information and review. Also attached is the current Council Risk Management Framework (policy, plan, and procedure) for information and review. Please provide recommendations about the policy.</p>	√
11.	<p>Strategic- 3-year Audit Plan 2022-2025 The current Strategic 3- year Audit Plan 2022-2025 is attached for information and review.</p>	√
12.	<p>Observations from the Committee This will provide the opportunity for the Committee to provide insights and recommended areas for further review and information. This will also identify priority action items for the Committee.</p>	
13.	<p>2022 meeting schedule. Recommended ARIC meeting day to be either a Wednesday or a Thursday. Normal meeting time be 12:30pm meet over lunch then Meeting from 1pm to 3:00pm. Meeting days with Presentations and or meeting various functional service teams then meeting time to be 11:00am to 3:00pm as agreed by the ARIC at the prior meeting. The following dates are recommended by the Chair:</p> <ul style="list-style-type: none"> • 27 or 28 April 2022 • 22 or 23 June 2022 • 19 or 20 October 2022 alternative 2 or 3 November 2022 • 15 or 16 February 2023 alternative 22 or 23 February 2023 	
14.	Meeting closed	